



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 22, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: November 14th through November 20th

CITY ADMINISTRATION

- Held a meeting with Apex Insurance staff on Monday, November 14th to discuss safety issues throughout the City. Apex Insurance Services (Apex) is a Wholesale Broker, Program Administrator and Underwriting Manager specializing in Property & Casualty insurance, Workers' Compensation, Risk Management and Claims Solutions for the City.
- Attended a Comprehensive Plan Steering Committee Meeting on the evening of Monday, November 14th. The meeting was to discuss survey results and prepare for the November, 29th Community Workshop.
- Attended the Southern Conservation Trust Board Meeting on Tuesday, November 15th to discuss drought issues and concerns and to give updates on other park strategies. Also attending were Assistant City Manager Alan Jones and Interim Police Chief Jeff McMullan.
- Prepared for the Media Relation Specialist interviews on the morning of Tuesday, November 15th.
- Held a lunch meeting with Adam Price from Falcon Design Group on Tuesday, November 15th to discuss the various projects within the City.
- Held the final round of interviews for the Media Relations Specialist position on the Tuesday, November 15th. Three candidates were interviewed and Mayor Ed Johnson participated in the interviews.
- Attended at the Coffee with a Cop event on the morning of Wednesday, November 16th at the Krystal located on North Glynn Street. Also attending were Mayor Ed Johnson, Interim Police Chief Jeff McMullan and numerous Police Department staff.
- Completed preparation for the Fayette Ventures Town Hall Meeting to take place the evening of Wednesday, November 16th.
- Attended a meeting at Heritage Lake Subdivision with members of the HOA Board on Wednesday, November 16th to discuss some issues and concerns. A plan was put together to address most of the items discussed in the meeting.

- Attended the Fayette Ventures Town Hall Meeting on the evening of Wednesday, November 16th to discuss the applicant's proposed annexation and concept plan.
- Attended a meeting at the Fayette Chamber of Commerce on Thursday, November 17th to discuss the information obtained from the Strategic Leadership trip to South Carolina.
- Held a meeting with Mayor Ed Johnson on Thursday, November 17th.
- Held numerous meetings throughout the morning of Thursday, November 17th with Bob Rolader from Fayette Ventures and individual City Council Members to discuss the revised concept plan for the Fayette Ventures proposal.
- Held a meeting with former City Human Resources Manager Brenda Hall on Thursday, November 17th to discuss her consultant contract with the City to commence on Tuesday, November 29th. Also attending was Finance & Administrative Services Director Mike Bush.
- Attended the Regularly Scheduled City Council Meeting on the evening of Thursday, November 17th.
- Out of the office on Friday, November 18th attending to a family medical matter.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- New Utilities Management software:
 - Billing Cycle 3 was billed out on time the week of November 7th.
- HR/Payroll modules of the new software:
 - Will not make Go Live date of November 28th for the HR/Payroll module.
 - Started Payroll Parallel again and still there are still errors being discovered.
- The EAP Services RFP was publicized on November 16th and is due back in for reading on December 14th.

Accounts Payable

- Keyed payment data for 129 invoices and processed payments to 95 vendors.
- Prepared 92 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received six (6) new business license applications.
- Issued three (3) new business licenses.
- Collected \$20,375 for 2015 delinquent and new licenses.
- Collected \$22,532.75 from the Hotel/Motel Tax.
- Collected \$1,599.16 from the Alcohol Beverage Sales.
- Collected \$14,876.28 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Payroll

- QBA Gross Earnings Report for Pay Date: 11/17/2016
 - Check Count: 159
 - Regular Weekly Payroll: 3
- Total Payroll: \$196,168.59

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$142,334.88 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 25 new customers.
- Billed out for 1,893 customers.
- Billed out \$129,419.93 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Attended the GLGPA Conference at Lake Lanier Resort.

Court

- # of citations received: **141**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **55**
- # of scheduled trial cases: **23**
- Total amount collected for the week: **\$19,613.30**

INFORMATION TECHNOLOGY

GIS Projects

- Added missing DEM tiles to the citywide Hill shade map.
- Created Hill shade map with ORTHO overlay and without, (also showing sewer lines) for the November 16th Fayette Ventures Town Hall Meeting.
- Reorganized GIS data on the network.
- Working on the SPLOST boards with the City Manager.

Technology Projects

- Continued to install Kapersky software on the Police Department computers (90% completed).
- Moved Air Duct work from Administration file room to the City Hall computer room.
- Worked with City Manager setting up Council Chambers for the Town Hall meeting to include the following:
 - Sound System
 - Recordings
 - Presentation
- Completed an article for the E-newsletter.
- Handled day-to-day service calls.

- Worked with Show Biz on Council Chambers projector project.
- Removed old equipment from the computer room and placed it in the basement.
- Still working with New World data conversion.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 10 ICOP drives.
- Downloaded video from body cameras.
- Archived body camera video to cloud storage.
- Over 30 hours spent on DVDs.

Open Records Request

- DVD Request of traffic stops and investigations: **26**

Web Site Visits for the Week

- Total pages viewed: **13,545**
- **Total unique pages viewed: 9,786** (Excludes Repeated Pages viewed)
- Average time spent on each page: **1:02 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,251	16.62%
2.	Jobs	638	4.71%
3.	On-line Payments	569	4.20%
4.	Government	449	3.31%
5.	I Want To	346	2.55%
6.	City Departments	341	2.52%
7.	Residents	325	2.40%
8.	Search Results	324	2.39%
9.	Events	290	2.14%
10.	On-line Services	285	2.10%

Facebook Insights

- Total Page Likes (Fans) 6,168
- Total Reached 7,892
- People Engaged 335
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with Mr. Brandon Holcomb about a possible microbrewery location near the downtown.
- Continued the right-of-way acquisition process for the hospital intersection improvement project. This is a separate project from the hospital area bridge/trail project.

Main Street

- Held monthly Main Street meeting on Tuesday.
- Continued preparation for the December 3rd Christmas Parade. This year's route has been modified due to the size of the event and the usual challenges of dealing with GDOT.
- Preliminary efforts to develop summer concert lineup is now underway.

DDA

- Held monthly DDA meeting on Wednesday, November 16th.
- Met with engineers to discuss a layout for pedestrian walkway between HDF Museum and downtown buildings.
- Multiple progress meetings with the construction team and business owner at 101 S. Glynn Street.

COMMUNITY DEVELOPMENT

- Handled multiple customer/public inquiries for zoning uses.
- Held the November 15th Planning and Zoning Commission meeting. The agenda included the following items:
 - Proposed amendments to C-2 zoning district to address crematoriums: Planning and Zoning Commission recommended no change to C-2 and that crematoria utilize the special exception process so that applications may be reviewed on a case by case basis. This will be on the City Council agenda on December 15.
 - Bojangle's site development plan: Approved with staff comments to be addressed and copper color awnings instead of orange awnings.
 - Fayetteville Animal Hospital rezoning from O&I to C-3: Approved with the following conditions:
 1. The size of the building be limited to 10,000 square feet.
 2. No dogs to be let outside of the building unless on a leash.
 3. No outdoor dog runs, pens or play areas.
 - L'Amour Chic Salon Suites (285 South Glynn Street) building elevations: Approved with the following conditions:
 1. Exterior stairwell shall be painted. The color approved by staff.
 2. New windows shall mimic the existing window pattern.
 3. Door and Side lights should match the window pattern chosen.
 4. Any siding that is being replaced should match the original siding.
 5. Submitted color Stratton Blue HC142 shall be the approved historic color
 6. Front porch shall be painted slate gray or approved historic color as approved by staff.
 7. Landscaping that is removed shall be replaced elsewhere on the site.
- Preparations for the November 29th Community Workshop.
- Comprehensive Plan community outreach continues:
 - The online Community Survey is open until December 5th. Paper copies of the Community Survey are available at City Hall. 441 Community Surveys have been received as of November 20th.

- For those who were unable to attend the November 1st Community Meeting, the Visual Preference Survey (VPS) was made available online until noon on November 14. It closed on that date so that results could be compiled and preparations made for the November 29 Community Meeting. At the Community Meeting on November 1st, 83 people participated in the VPS. There were 252 people who took the VPS online, for a total of 355 VPS participants.
- November 29th Community Meeting invitation flyer (electronic and paper versions) and poster distribution is underway:
 - To the Fayette Citizen and Fayette Daily News newspapers.
 - To Comprehensive Plan Steering Committee members for distribution within their individual networks.
 - To Planning and Zoning Commission members for distribution within their individual networks.
 - To City Council members for distribution within their individual networks.
 - To City Manager, Assistant City Manager, and Economic Development Director for distribution within their individual networks.
 - To IT Director for posting on the City's Facebook page.
 - To local businesses within walking distance of City Hall.
 - To all churches within the City limits that are registered with the City as non-profits (information comes from business license records).
 - To churches near the City where contact information has been established.
 - To all schools within the City limits and the board of education.
 - Targeted outreach to the Government teachers at Fayette County High School.
 - Email blast to attendees of the first Comprehensive Plan Community Meeting, recent Town Hall meetings, and others who have provided their email address to receive information regarding the Comprehensive Plan.

Building

- Number of Building Inspections Performed: **95**
- Number of Permits Issued: **12**
 - **3: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **1**
 - Residential New: **1**
 - **1: Demolition**
 - **3: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **3: Electrical**
 - **2: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**

- **0: Pool**
- Plans Received: **2**
 - Commercial Repair/Remodel: **2**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **12**
 - Proactive: **8**
 - Complaint: **4**
- Verbal Warnings: **2**
- Written Warnings: **0**
- Notice of Violations: **3**
- Stop Work Orders: **1**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Put mulch out at the Villages Fountain, Jimmy Mayfield, and the Downtown Area.
- Cut and maintained HDF Museum and Patriot Park.
- Trimmed trees on Helen Sams Parkway and at the Police Department.
- Put up Christmas snowflakes in the downtown area.
- Installed street signs on Innisbrook Way, Mimosa Drive, and Rosewood Drive.
- Picked up trash on North Highway 85, White Road, and New Hope Road.

Sewage Department

- Average daily flow treated is 2.090 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.
- Continued the preventative maintenance with our vendor for the lift stations.

Water Department

- Average daily flow of 1.440 of system demand.
- Repaired 2 water leaks.
- Repaired 6 water meter radio units.

Utility Locates

- Located the water and sewer for 48 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Rape:** Patrol units responded to the area of Williamsburg Way in reference to a reported rape. Female on scene reported that her estranged husband (legal separation) forced himself on her. This case is under further investigation.
- **Robbery:** Patrol units responded to the area of Flash Foods West in reference to a robbery in process. Two males entered the convenience store demanding money. One subject did present a weapon. Both were gone before FVPD arrived on scene. CID and CSI processed the scene. This case is under further investigation with several leads.
- **Entering Autos:** Patrol units responded to the area of 500 West Lanier Avenue in reference to a suspicious person in the area. FVPD located the subject and arrested the subject after learning he had entered and stolen items from 3 vehicles on the property. CSI processed the vehicles.
- **Drug Overdose:** Patrol units responded to the area of GA. Hwy 85 and Pavilion Parkway in reference to a driver unresponsive at the wheel. It was determined quickly that he had overdosed on Heroin. Medics arrived and Narcan was used to revive the subject. He was transported for treatment.
- **Suspicious Person:** Patrol units responded to the Police Department for a subject acting suspicious after calling 911 and hanging up. The subject was wearing a Kevlar vest. FVPD was forced to subdue the subject after he attempted to get into his vehicle. Numerous weapons and ammo were located. He was transported to Piedmont Fayette Hospital where a 10-13 was signed. This case is under further investigation.
- Numerous arrest for traffic offenses (9), DUI 5)
- Several Arrest for shoplifting (5)
- 7 Wanted persons located
- Several arrest for offenses not listed above (9)

Training Division/ Warrants

- Use of Force training/firearms training.
- Warrant pick-ups in Fayette, Coweta, and Clayton County.
- All warrants were checked and verified during the week.

Community Events

- Coffee with a Cop was held at Krystal's on North Glynn Street.

Criminal Investigations

- Investigations assigned **16** cases this week.
- Investigations cleared **25** cases this week.
- **2** Call outs for investigators this week.
- **1** Call out for CID Supervisor's this week
- **1** Call out for crime scene investigators this week
- The front office answered 214 phone calls, handled 70 walk-ins, referred 15 accident reports and 14 incident reports, processed 14 alcohol IDs and 3 impound releases, ran 7 backgrounds, 14 tags and 14 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 72 emergency calls for service during the week.
- Volunteer: The November 14th volunteer meeting was held at station 91
- Projects:
 - Continued annual hydrant maintenance.
 - Continued no outdoor burning.
 - One background packet received for Firefighter/EMT position.
 - One background packet given out for Firefighter/EMT position.
 - “Fail-soft” tested completed by Fayette County Communications.
 - Attended the Planning Commission meeting on November 15th.
 - Attended the Town Hall meeting on November 16th.
 - Attended City Council meeting on November 17th.
 - A sixteen-hour in-house training course was delivered “Incident Command for High Rise”.
 - E93 FSE at Pinewood Studios for Contractor/Family appreciation night.
 - Station 91 FSE and tour for Fayetteville Home School.